How to evaluate the 'Competencies ':

You can follow the below steps to set the 'Competencies ' on Zing HR :
1. Log in to your Zing HR account.
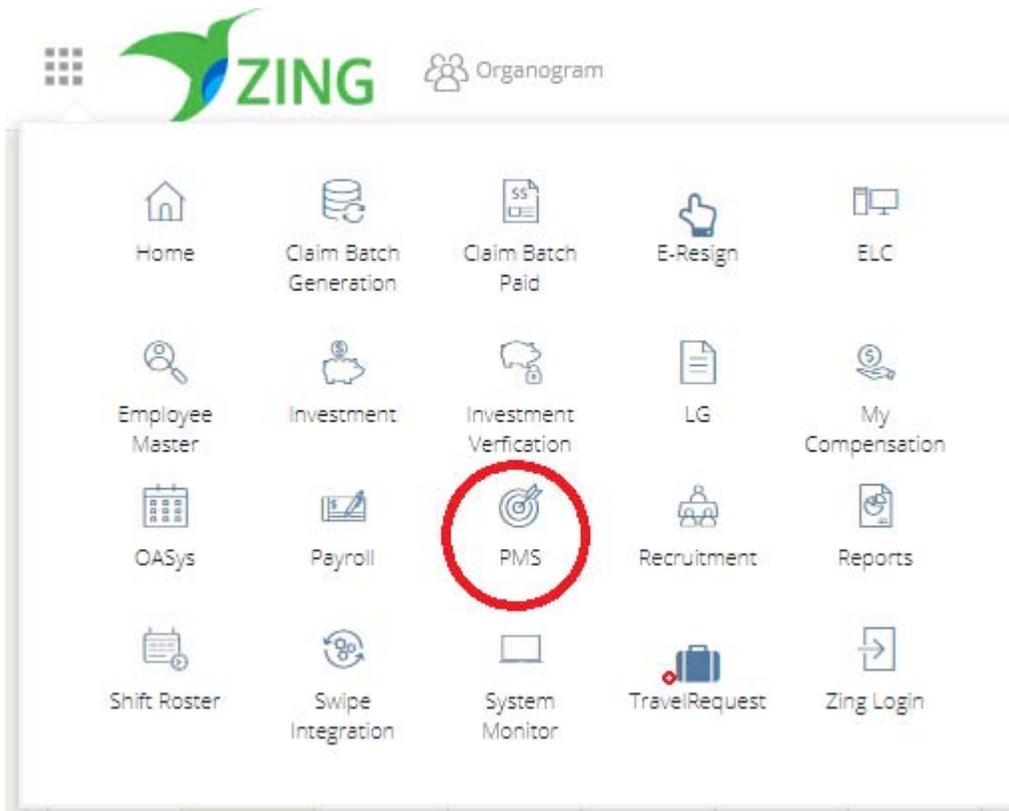2. On the home screen left-hand top side click on select menu and then 'PMS ' as shown below.

3. New window will appear and click the 'Evaluate Competency '.
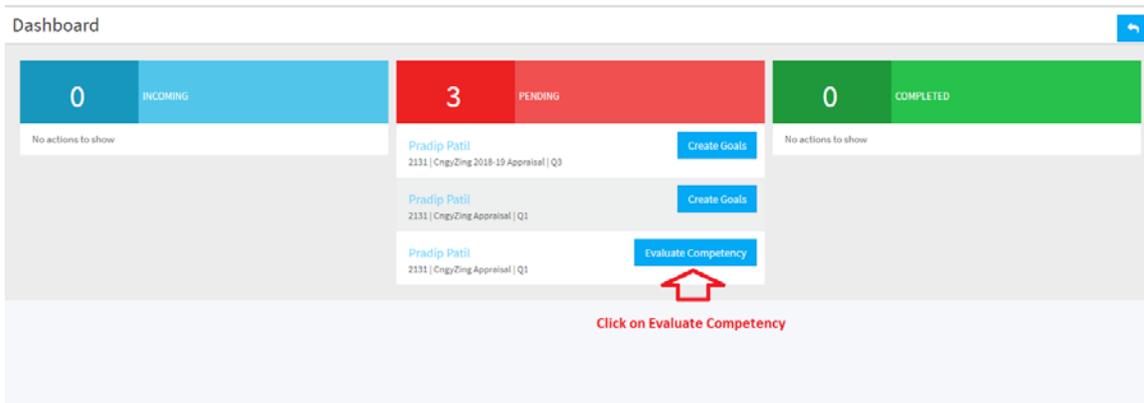
Then click on the 'Add Ratings ' will open up below Competency Levels.

	Values (50%)				People Management (50%)		Weighted Score	
	Large Value Creation	Impeccable Quality	Speed & Agility	Distruptive Innovation	People Development	Ownership	Q1	
	10%	10%	25%	5%	10%	40%		
S Pradip Patil	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	Add Rating	0	

Detail Scoring

	Goal Score (Out of 5)	Competency Score (Out of 5)	Overall Score (GS [70%] + CS [30%]) (Out of 5)
Appraisee / Self	Pending	Pending	0 + 0 = 0

4. Select Competency Level required and click on Save button.

5. Enter the additional comments.

6. Competency score will show calculated score based on weight-age and rating given.

Legend

1	Needs Improvement
2	Meets Most of the Expectations
3	Meets Expectations
4	Consistently Exceeding Expectations

Detail Scoring

	Goal Score	Competency Score	Overall Score (GS [80%] + CS [20%])
Appraisee / Self	Pending	Pending	0 + 0 = 0
Appraiser / Manager	Pending	Pending	0 + 0 = 0
Skip Level Appraiser / Manager 2	Pending	Pending	0 + 0 = 0

Finalise Evaluation